

2nd Brigade S-1 Section Garrison SOP



18 April 2002
POC: BDE S1 @ 485-7212

<u>Section</u>	<u>Section Number</u>	<u>PAGE #</u>
References:	1	4
Purpose:	2	4
Duties and Responsibilities:	3	4
Procedures:	4	4-5
S1 Headquarters.	4.a	5
Personnel Operations	4.b	5
Awards	4.a.1	5-7
Line of Duty Investigations	4.a.2	7
Casualty Management	4.a.3	7
Congressional Letter of Concern and Inquiry	4.a.4	7-8
Replacements	5	8
Promotions	6	8-11
Evaluations	7	11
SIDPERS Supers Server	8	11-12
Personnel Actions	9	12
FSTE	9.i	12-13
COT	9.ii	13
IPCOT	9.iii	14
OPMOVE	9.iv	14-15
Low Cost Move	9.v	15
Curtailement of Overseas Assignment	9.vi	15-16
Release from Active Duty	9.vii	16
Resignation of RA Officers	9.viii	16
Unqualified Resignation for Non-RA Officers	9.ix	16
Deferment of over 30 days	9.x	16-17
Use/Loss Leave	9.xi	17
Overseas Separation	9.xii	17
Foreign Badges	9.xiii	17
Retirements	9.xiv	17
Command Sponsorship	9.xv	18-19
School Drop	9.xvi	19
Compassionate Reassignment	9.xvii	19
Drivers Badge	9.xix	19
Command Inspection Program	10	20
Government Travel Card	11	20
Unit Status Report	12	20-21
PERSTEMPO	13	21-22
Notary Public	14	22
Soldier Readiness Processing	15	22-23
Dental Readiness	16	23-24
NCOER Processing	17	24

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

Personal Detained by Military Police	18	25
Voting Assistance Officers	19	25
Citizenship Applications Guide for Soldiers	20	25-26
Legal Actions	21	26
Separate Rations	22	26
Levy Briefings	23	26
Leaves and Passes	24	26-29
Publications/Forms Management	25	30
Sponsorship Program	26	30-33
Record Management	27	33
MMRB/MEB	28	34-35
Personal Asset Inventory	29	35-36
Incoming Personnel	30	36-37
Out-Processing Personnel	31	37-38
ACAP	32	38
Commanders Incident Report (CIR)	33	38-40
Student Travel Procedures (TBP)	34	40
Drop from Rolls	35	40
Reference	36	40-41
Proponent	37	41

This document and all SOP's mention herein can be found on the Brigade S1 Public Folder. Go to your Microsoft Officer Outlook mail box, on the left side, click on the "+" symbol next to the word "Public Folder", then click on the "+" by the word, "all folders", scroll down until you find the "2nd BDE S1" Folder. In this folder you will find all SOP's, important announcements, and important MILPER Messages.

Any questions or errors in this document should be sent to the Brigade S1 shop for clarification or correction.

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

1. REFERENCES.

- a. FM 12-6, Personnel Doctrine
- b. 1AD GARRISON SOP

2. PURPOSE. To outline the day-to-day functions of the 2nd Brigade S-1 Section during Garrison Operations.

3. DUTIES AND RESPONSIBILITIES.

- a. Conducts operations by performing all Personnel Service Support (PSS) functions from garrison, including coordinating all special staff agencies.
- b. Keeps the command group informed of all personnel issues/updates.
- c. Collects, analyzes and forwards personnel reports, i.e., Personnel Daily Status Summary (PERSTAT) and V Corps deployment Report to higher headquarters and ACofS G1.
- d. Allocates replacements to sustain each battalion to within +/- 3% of one another.
- e. Reconciles strength management and personnel accounting information and resolves differences.
- f. Monitors and tracks all casualty cases within the brigade.
- g. Oversees LOD, awards, leaves, Congressionals and officer/enlisted transfers and separations and all AR 15-6 Investigations appointed by the commander

4. PROCEDURES.

- a. S1 Headquarters is located within the 2nd Brigade Headquarters, BLDG # 8250. S1 is the personnel manager for 2nd Brigade. He acts on behalf of the Commander to manage the force and provide personnel service support within garrison. The S1 has the following responsibilities:

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

- I. Integrate all personnel support activities within the brigade to include personnel service support, finance, legal, chaplain, public affairs, equal opportunity and surgeon.
 - II. Direct the military and civilian personnel systems.
 - III. Directs the MWR, Alcohol and Drug Abuse Prevention and Control, Equal Opportunity, and Safety Programs.
 - IV. Assignments. S-1 will assign all replacements within the brigade according to need (PERSTAT) and projected operations. S1 maintains communications/coordination with higher headquarters to track the replacement flow into the brigade.
 - V. Personnel Status Report (PERSTAT). Consolidation, reconciliation, and verification of unit input ensure accurate personnel reporting and accounting. The PERSTAT is a daily report to the BDE S1 NLT 1130 hours daily, except Thursday when it is due at 1400 hours.
 - VI. MOS Report. This report is due to the Brigade S1 twice monthly, on the 10th and the 30th. Or the last working day before the 10th or 30th if they fall on a holiday or weekend. This report ensures the balance of MOS's within the brigade.
- b. Personnel Operations.
- (1) Awards. AR 600-8-22 (See 2nd BDE Awards SOP)
 - (2) The Brigade S1 NCOIC will monitor and insure that guidance, policies, and procedures as authorized are complied with in regards to all requests for awards. Insure that the awards recommendation is administratively correct and in proper format, so as to warrant approval at this level. Awards requests not meeting standards as prescribed will be returned for corrective action. All requests for awards will be staffed through the Battalion Awards Clerk, the Battalion S1, CSM, and XO prior to it being forwarded to the Battalion Commander. As awards are forwarded to Brigade for approval, if needed, they will be staffed by the S1 NCOIC, S1, XO, CSM and then Brigade Commander. Recommendations for or information suggesting disapproval action will be routed back to the Unit Commander for comments prior to final action on approval or disapproval. In all instances, the final authority rests with the Brigade Commander. The Brigade Commander has authorized the battalion commanders to downgrade awards at their level for ARCOMs if they deem the

award should be a lower level award. In this case, awards will not be forwarded to the Brigade Commander for action.

- (3) The following awards will be requested and recommended for on a DA Form 638. Recommendations for awards will be in strict accordance with the stated suspense. LOM's must have a one-page summary of the achievements for the soldier. If the LOM is for retirement it must go back a total of 10 years on the 638 and the summary. This is in lieu of the achievement section on DA Form 638.

a. Legion of Merit or higher	120 days	V Corps CDR
b. Meritorious Service Medal	90 days	DIV CDR
c. Army Commendation Medal	30 days	BDE CDR
d. Army Achievement Medal	30 days	BN CDR
e. Certificates of Achievement	30 days	Any CDR
f. Impact Awards	NLT 30 days after award presentation	

- (4) Each suspense will be computed back from the desired date of presentation as indicated in Block 11, DA form 638. The requester will, in all instances, insure that a letter of lateness is attached to the DA Form 638 if he/she fails to meet the required suspense. This letter will be signed by the Battalion Commander to the Brigade Commander explaining the reason for the late submission.
- (5) All ARCOM's and higher awards will be presented before a soldier departs the unit. If this is not the case, a letter written by the Battalion Commander will be mailed to the soldier along with the award and orders stating the reason why the award was not presented on time.
- (6) Unit Commanders will insure that all personnel are present for awards presentation. Award recipients will be in the highest state of military appearance without exception. The Unit Personnel Sergeant will insure that all support tasks, as required, are accomplished.
- (7) Commanders will ensure all soldiers are considered for ETS/PCS/Service Awards. The Battalion S1 will inform Unit Commanders 120 days prior to the expected loss date of a soldier.

- (8) LOM for retirements must go back 10 years on the DA 638.
 - (9) MSM's must have the MSM worksheet, DA 638 with achievements listed, Home Town News Release, and ERB/ORB.
 - (10) All other awards will be submitted IAW AR 600-8-22.
 - (i) Receive award recommendations from subordinate units.
 - (ii) Prepare citations and process awards for approval.
 - (iii) When necessary, forward recommendations to the appropriate approval authority and track status.
 - (iv) Forward Home Town News Release to Brigade S1 which will forward to Division PAO for ARCOM or higher. If award is given for AAM or a Battalion Coin, it is the Battalion S1's responsibility to forward the hometown news release to Division PAO.
 - (v) The unit that is authorized to issue orders for an award will provide a copy to the servicing PSB for processing upon completion by unit S1.
 - (vi) The 2nd BDE Commander has authorized his BN CDR's to downgrade ARCOM's at the BN level.
 - (b) MSM's will have a MSM Worksheet, DA Form 638, Home town news release, ERB/ORB.
 - (c) LOM's will have the same with the exception of the DA Form 638 will have no achievements, but will have a one page letter of recommendation that lists what the soldiers did. If it is a retirement award, it will go back 10 years on the DA Form 638 and the letter of recommendation.
- (2) Monitor Line-of-Duty investigations.
- (i) Appoint LOD Officers using signature authority of Brigade Commander.
 - (ii) Review LOD investigation for thoroughness and completeness.
 - (iii) Ensure the Brigade Commander approves final findings of LOD investigation.

(3) Casualty Management.

- a. Monitor any casualties within the brigade in garrison.
- b. Prepare letters of sympathy and condolences when appropriate.
- c. Serves as part of the Casualty Action Team for the Brigade Headquarters.
- d. Coordinates with 222nd BSB S-1 for Casualty Officer Training annually.
- e. Coordinates with the 222nd BSB Casualty Team upon notification of a casualty within 2nd Brigade.

(4) Congressional Letter of Concern and Inquiry.

- a. Brigade S1 will receive a congressional through the POAD G1. The S1 section will then send the action to the unit for processing and will set an internal suspense for the action to be forwarded back to brigade.
- b. The unit will return the findings back to brigade who will verify the findings prior to submission to Division G1.
- c. Brigade S1 section will prepare Letter of Endorsement for the Brigade Commander.
- d. The Brigade S1 section will maintain a completed copy of the congressional and the reply on file for 2 years, at which time the congressional will be destroyed.
- e. A copy of the Congressional Action Officer Handbook can be found at the BDE S1 Public Folder Server.

5. Replacements:

- a. Coordinate with gaining unit for sponsor of new soldier to ensure proper arrival of soldier and family, (i.e. housing, mess, and supply support)
- b. Ensure units assign the soldier a qualified sponsor in S-Gate.
- c. Coordinate with S1 for unit assignments.

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

- d. Publish reassignment orders and complete arrival and departure transactions.
- e. Ensures all transactions are followed up in Super Server.

6. Promotions. AR 600-8-19, with IC#1 and all MILPER messages

- a. Process all officer and enlisted promotions.
- b. Identify soldiers eligible for consideration for service school attendance.
- c. Identify all officers eligible for promotion when MILPER message are published. Notify officer of pending boards.
- d. The Army promotion policies and procedures established by the references above prescribe guidance for promotion of enlisted personnel to grades PV2 through SSG. These procedures provide commanders with a uniform means to either promote qualified soldiers or prevent promotion of soldiers with little or no potential or productivity. Procedures to promote enlisted personnel vary greatly with the particular rank to which a soldier is being promoted.
- e. Authority to Promote:

The Commanders below may promote, subject to authority and responsibility by higher Commanders:

<u>RANK</u>	<u>PROMOTION AUTHORITY</u>
PFC and below	Unit commanders may promote assigned and attached soldiers to the grade of PFC and below. See Section II, AR 600-8-19, Para 1-9.
SPC	The battalion commander is the promotion authority as established in MILPER message 96-103, 19 Mar 96. Separate companies not supported by a battalion is the unit commander.
SGT and SSG	HQDA. See MILPER Message 96-029, 16 NOV 95.
SFC through CSM	HQDA. See Section IV, AR 600-8-19.

- f. Unit Enlisted Advancement Report (A-117 Report):
 - a. Reference: SIDPERS HELP.

b. Purpose. To assist commanders in the selection of personnel for promotion to PV2 through SPC.

1) For more detailed guidance for promotions to PV2 through SPC, see AR 600-8-19, Sections I through III and SIDPERS HELP.

2) Table 2-3; Rule E 1-5, AR 601-210 should be used for promotions of soldiers with a college degree or ROTC credit.

5. Promotion of Enlisted Personnel to SGT and SSG:

a. Criteria for promotion to SGT:

1) Thirty-six months time in service (TIS) for Primary Zone (PZ), waivable to 18 months TIS in Secondary Zone (SZ).

2) Eight months time in grade (TIG) for PZ consideration, waivable to four months TIG for SZ.

3) Education required, High School Diploma, GED or above.

4) Mandatory board appearance.

5) Completion of PLDC.

6) Remain on a DA-approved recommended list for at least 90 days after board appearance.

b. Criteria for promotion to SSG:

1) Eighty-four months TIS in PZ, waivable to 48 months TIS for SZ.

2) Ten months TIG in PZ, waivable to 8 months TIG in SZ.

3) Education required is high school or above.

4) Mandatory board appearance.

5) Completion of BNCOC.

6) Remain on a DA-approved recommended list for at least 90 days after the board appearance.

7) Have at least 12 months left on active duty from the first day of the subject month of the Cut

Off Score letter which authorized the promotion.

c. Board announcements. At the same time that these recommendations are received from Commanders and compiled, the BD E or BN S1 will publish written notification of upcoming promotion board proceedings and distribute them to the appropriate personnel. The notification should list the members of the board, the recommended soldiers scheduled to appear before the board including the date and time, and the uniform to be worn for the board appearance.

d. Initiation of Promotion Packets and Records Review:

1) On or about the 3rd day of the month, the Unit S1's will recover promotion packets from PMB. The PSB Promotion Clerk will have attached a Promotion Point Worksheet (DA Form 3355E) to the initial recommendation. The BN S1 will add to each promotion packet a board recommendation (DA Form 3357) and a Board Member Appraisal Worksheet (DA Form 3356).

2) Soldiers to be recommended should review their ERB and MPRJ (DA Form 201) prior to submitting recommendations to S1. The soldier will go to the Records Section, with his first line supervisor, to ensure accuracy and completeness of the DA Form 201.

3) Board proceedings and recommended list updates. After the promotion board is held, the appropriate S1 personnel will compile a promotion packet for each soldier appearing before the board. The packet will include DA Forms 3355 through DA Form 3357, Commander's Promotion Recommendation, and approval of promotion authority. All soldiers not recommended by the board will be counseled the unit CSM. Counseling must be conducted immediately after the board and a record of the counseling must be given to the BN S1 for inclusion in the non-recommended soldiers' packet. The recommended list for promotion of enlisted personnel (EDAS C10) should be adjusted to reflect those recommended. Board proceedings and packets (for recommended personnel) will be forwarded to PSB NLT the 20th day of the month. Table 3-6, AR 600-8-19, provides explicit guidance on processing results of a promotion board.

4) An effective suspense follow-up system should be utilized to ensure that promotion certificates are prepared for soldiers meeting published monthly

cut-off scores. The unit S1 should obtain official orders from the PSB Promotions Work Center prior to the effective date of promotion.

7. Evaluations.

- a. Notify units of required annual OERs and NCOERs.
 - i. OER must be to PSB within 60 days and to DA within 90 days.
 - ii. NCOER must be to PSB within 30 days and to DA within 60 days.
- b. Track to ensure that all completed evaluation reports are forwarded to 90th PSB within the standard time frame.
- c. Evaluations that require the Brigade Commander, Brigade XO or Brigade CSM to complete will be forwarded to the Brigade S1 NLT 15 days after the end date. The evaluation will be sent electronically using Form Flow and packaged in the proper form. Suggested Senior Rater comments are required. Units will also follow up with a hard copy file to the Brigade S1.

8. SUPERSERVER: (See 2nd BDE's Super Server SOP)

- a. Establish procedures for units to submit Super Server SIDPERS transaction.
- b. Each battalion size element will have two trained Super Server operators assigned to their BN PAC at a minimum. Each operator must be re-certified annually.
- c. Each independent company size element will have at least one trained operator for the Super Server. Each operator must be re-certified annually.
- d. AAA 162 is printed off monthly and reconciled by the unit. Verify old and current duty status and that they are correct.
- e. AAA 165 is printed off weekly and the unit verifies current duty status. This report provides a listing of soldiers the unit has failed to gain or lose. Discrepancies will be fixed weekly.
- f. AAA 342 is reconciled daily. Units will print this report every day and verify record status codes are correct.

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

- g. Transactions will be made every day on SIDPERS (As needed). Actions will be processed the same day they arrive in the S-1 office. No actions will be put off until the next workday.

9. Personnel Actions.

- a. Manage soldier actions, retirements, and separations for all 2nd Brigade personnel in garrison by using the unit S1's to interface with 90th PSB.
- b. Actions to be routed to, or through, 1AD will be routed through the Brigade S1 to the Brigade Commander.
- c. No actions will be accepted at the Brigade S1 section without signing a DA Form 200. This protects the unit and the brigade in case of lost documents. Brigade in turn will not process a document or action to the division or PSB without a DA 200. DA 200 should be kept on file for a minimum of 1-year after the action has completed.
- d. The following actions are just some examples of what the brigade will process. Also included is the paperwork that must accompany those actions:

- i. Foreign Service Tour Extension (FSTE)

- a. DA 200
 - b. DA 4187 Signed by Soldier/CO CDR
 - c. Endorsement by BDE / BN CDRS
 - d. Extension/Reenlistment Statement
 - e. OTEIP Option (Only for 12+ Mo. If authorized according to MOS)*
 - f. Current and Legible 2A/2-1
 - g. Ensure not past or approaching RCP Point
 - h. Request can be submitted no later than 90 days prior to DEROS; OTEIP option must be selected (If otherwise Eligible) at time of request submission IAW AR 614-30, para. 6-3d (6)
 - i. * Please indicate requested OTEIP option upon submission of FSTE to this office if otherwise eligible as prescribed by MILPER MSG 97-107 & MILPER MSG 98-030. If soldier's designated MOS is not listed on message then he/she is ineligible for an OTEIP option (whether or not soldier has requested to extend for a time period of 12 months or more). This is IAW AR 614-30, para. 63e.

j. Options:

1. \$80 monthly for period of extension.
2. 30 days nonchargeable leave from unit commander
3. 15 days nonchargeable leave from unit commander & free round trip plane ticket for soldier only, to CONUS and back.

****Soldiers must extend/reenlist to meet requirements of approved FSTE within 60 days of approval date or approval will be revoked and the original DEROS will be reinstated IAW AR 614-30, para. 6-2b.**

ii. Consecutive Overseas Tour (COT)

- a. DA 200
- b. Current and Legible 2A/2-1
- c. Endorsement by BDE/BN CDRS
- d. 4187 signed by soldiers / CO CDR
- e. Extension / Reenlistment statement (IAW AR 614-30, para, 4-1d (4))
- f. ITT/COT worksheet w/Home or record address
- g. DA Form 7246-R signed by physician or medical practitioner (If soldier is on unaccompanied "all others" tour 4187 must have statement: "I have no command sponsored"); signed DA Form 5888, signed DA Form 5862-R (Only applicable if soldier has EFMP dependents), and if needed DA Form 5291-R to the nearest EFM clinic for review, coding, and entry into PERNET data system (As per U.S. Army Europe Medical Command MSG DTG 971120). This includes IPCOTS.
- h. Submitted No earlier than 18 months prior to DEROS.
*Soldiers in receipt of assignment instructions are not eligible for an ITT/COT/IPCOT IAW AR 614-30, para. 4-1d(1) and memo dated 26 May 98, 1st PERSCOM.
- i. Approval authority is 1st PERSCOM.

iii. In-Place Consecutive Overseas Tour (IPCOT)

- a. DA 200
- b. Endorsement by BDE/BN CDRS
- c. 4187 signed by soldiers / CO CDR
- d. Extension / Reenlistment statement (IAW AR 614-30, para, 4-1d (4))
- e. Current and Legible 2A/2-1
- f. ITT/COT worksheet w/Home or record address

- g. DA Form 7246-R signed by physician or medical practitioner (If soldier is on unaccompanied "all others" tour 4187 must have statement: "I have no command sponsored"); signed DA Form 5888, signed DA Form 5862-R (Only applicable if soldier has EFMP dependents), and if needed DA Form 5291-R to the nearest EFM clinic for review, coding, and entry into PERNET data system (As per U.S. Army Europe Medical Command MSG DTG 971120). This includes IPCOTS.
- h. Submitted No earlier than 18 months prior to DEROS.
*Soldiers in receipt of assignment instructions are not eligible for an ITT/COT/IPCOT IAW AR 614-30, para. 4-1d(1) and memo dated 26 May 98, 1st PERSCOM.

iv. Operational Move (OPMOVE) Officers Only

- a. DA 200
- b. Endorsement by BDE/BN CDRS
- c. 4187 signed by soldiers / CO CDR
- d. Extension / Reenlistment statement (IAW AR 614-30, para, 4-1d (4))
- e. DA FORM 4187 will have the following
 - I. Request a low cost move from (unit, UIC, geographical location, APO) to (unit, UIC, geographical location, APO)
 - II. Reason/Justification for request: (be specific)
 - III. DEROS Date:
 - IV. Date assigned to current position
 - V. Request report date of
 - VI. Date of last PCS
 - VII. Family Data
 - VIII. Spouse name
 - IX. Gender and age of all children
 - X. EMFP: YES/NO
 - XI. Flagged: YES/NO
 - XII. Height/Weight IAW AR 600-9: YES/NO
 - XIII. Currently on assignment instructions: YES / NO
 - XIV. Sign and date the DA Form 4187
- f. Current and Legible ORB
- g. DA Form 7246-R, EFMP Screening Questionnaire
- h. DA Form 5888-R, Family Member Deployment Screening Sheet

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

- i. DA Form 4787-1, Request for Evaluation of Dependent Medical and Education Problems (if applicable)
- j. Approval Authority is DA.

v. LOW COST / NO COST / FULL COST MOVE

- a. DA 200
- b. Endorsement by BDE/BN CDRS
- c. 4187 signed by soldiers / CO CDR
- d. Extension / Reenlistment statement (IAW AR 614-30, para, 4-1d (4))
- e. MEMO of Acceptance/Release
- f. Finance, Housing, and Transportation Statement (LCM/FCM)
- g. Current and Legible 2A/2-1
- h. (FCM Only) DA Form 7246-R signed by physician or medical practitioner (If soldier is on Unaccompanied "All other" Tour 4187 must have statement: "I have no command sponsored dependents") ; signed DA Form 5888, signed DA Form 5862-R (Only applicable if soldier has EFMP dependents), and if needed DA Form 5291-R to the nearest EFM clinic for review, coding, and entry into PERDNET Data System (As per U.S. Army Europe Medical Command MSG DTD 971120).

*NOTE: LCM ARE ONLY FOR UNACCOMPANIED SOLDIERS AND CAN NOT EXCEED \$500.00.

vi. Curtailment of Overseas Assignment

- a. DA 200
- b. Copy of Assignment Instructions
- c. Endorsement by BDE/BN CDRS
- d. 4187 signed by soldiers / CO CDR
- e. IAW AR 614-30, PARA. 5 (DTD 970501)
- f. Medical Supporting Documents
- g. Current and Legible 2A/2-1
- h. Submitted NLT 55 Days out before requested leave date.
- i. DA Form 4187 will have the following information:
 - I. Request a curtailment of ____months
 - II. Reason for request (be specific)
 - III. DEROS Date
 - IV. Request adjusted DEROS date of:

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

- V. Total number of months in USAREUR at adjusted DEROS
- VI. Flagged: YES/NO
- VII. Height/Weight IAW AR 600-9: YES/NO
- VIII. Currently on Assignment instruction: YES/NO
- IX. Sign and date DA Form 4187.
- X. DA 4187 must have date the family flew from Germany to states if doing a Curtailment based on family concerns.
- XI. Approval Authority is 1st PERSCOM.

*Note: Soldiers can be curtailed, when necessary, for CONUS school assignments in PCS or TDY status in soldier meets criteria in AR 614-200, para. 4-6 & AR 614-30, Para 5-5c (1a).

- vii. Release from Active Duty
 - a. DA 200
 - b. Current ORB
 - c. Memo from Officer
 - d. Endorsement from BN and BDE CDR
 - e. Letter from BDE CDR stating that counseling has been completed on the officer.
- viii. Resignation for RA Officers
 - a. DA 200
 - b. Current ORB
 - c. Memo from Officer
 - d. Endorsement from BN and BDE CDR
 - e. Letter from BDE CDR stating that counseling has been completed on the officer.
 - f. DA Form 2171, (Tuition Assistance) If Applicable.
- ix. Unqualified Resignation for Non-RA Officers
 - a. DA 200
 - b. Current ORB
 - c. AE Form 535-150A-R, Request for Overseas Separation (If Applicable)
 - d. DA Form 7281-R, Command Oriented Arms Ammunition and Explosive Security Screening and Evaluation Record.
 - e. Memo from Officer
 - f. Endorsement from BN and BDE CDR

- g. Letter from BDE CDR stating that counseling has been completed on the officer.
 - h. DA Form 2171, (Tuition Assistance) If Applicable.
 - i. Officer must be USAR.
 - j. All officer actions will be submitted electronically. (V Corps Policy)
 - x. Deferment for over 30 days (AR 614-30 Chap 6-1)
 - a. DA 200
 - b. BDE/BN CDR Letter of endorsement
 - c. DA 4187 signed by soldier/CO CDR
 - d. Current and Legible 2A/2-1
 - e. Full justification
 - f. Copy of Assignment Instructions
- *NOTE: Requests for deferments are for a maximum of 60 days or 90 days (90 day requests will be forwarded to HQDA for their action).
- xi. Use/Loss Leave Policy
 - a. DA 200
 - b. Letter from Battalion/Brigade CDR.
 - c. Letter to Finance in the Finance format.
 - xii Overseas Separation: (USAREUR Reg 635-150)
 - a. ERB/2-1 2A or ORB
 - b. AE Form 635-200 or AE Form 635-150
 - c. Local police check (German Authorities)
 - d. Military Police check (PMO)
 - e. Copy of Photo page of passport (Legible with ID Number)
 - f. Community counseling center statement (Drug and Alcohol Counseling)
 - g. Endorsements through Brigade Level
 - h. All officer actions will be submitted electronically. (V Corps Policy)
 - xiii Foreign Badges:
 - a. ERB/2-1, 2A or ORB
 - b. 4187 requesting to wear the badge, (must include the title of the decoration to include type-Gold, Silver, Bronze, date and place of presentation and the name and position of the person presenting the award)
 - c. Copy of certificate awarding the badge

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

- d. Official translation of the certificate
- e. Endorsement through Brigade Commander

xiv Retirements:

- a. ERB/2-1 2A / ORB
- b. 4187 signed by soldier and CDR
- c. DA Form 2339 signed by the PSB, soldier and co cdr
- d. Endorsements through Brigade CDR
- e. Letter from Soldier (Exception to policy requests only if request is before SM's DEROS, or if they have a service obligation upon promotion)

xv Command Sponsorship:

- a. Endorsement from Battalion Commander
- b. DA Form 4187 (with family members address over in Germany)
- c. Memo from Finance, transportation, and housing.
- d. Marriage Certificate
- e. Orders (from 64th Replacement and last unit)
- f. DA Form 7246 (medical screening and dependents.
- g. DA Form 5888
- h. ERB/ORB.

xvi School Drop:

- a. Endorsement by Battalion and Brigade Commanders
- b. 4187 signed by Company Commander and soldier
- c. Letter of Acceptance from Accredited College
- d. ERB
- e. Brigade Commander is Approval Authority.

xvii Compassionate Reassignment:

- a. Endorsement by Battalion and Brigade Commanders
- b. 4187 signed by Company Commander and soldier
- c. DA Form 3739 Application for Compassionate Actions
- d. Memorandum from Medical Doctor
- e. Memorandum from Unit Chaplain
- f. ERB/ORB

xix Drivers Badge (AR 600-8-22 Chapter 8, Section 8-28, page 56-57)

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

- a. Badges will be processed IAW with the above AR.
- b. The first O-5 in the chain of command approves badges and only for the vehicle the soldier has been assigned to as the driver or assistant driver for a period of 12 months without a accident on his/her records.
- c. Soldier must occupy a duty position as a driver or assistant driver for 12 consecutive months or driven at least 8000 miles and have had no Army Motor Vehicle Accident or traffic violation recorded on his/her DA Form 348-1-R.

xx Drill SGT Packet:

- a. Commander's Drill SGT Candidate Checklist
- b. Report of Mental Status (DA Form 3822-R) Good for 6 months only.
- c. APFT
- d. DA Form 2A or ERB
- e. DA Form 2-1
- f. DA Form 4187 signed by soldier and commander
- g. Chain of Command Endorsement BN and BDE CDRs.
- h. Weapons Qualification

10. Command Inspection Program (CIP)

- a. Install a detailed program to periodically check brigade unit S1 sections to ensure compliance with division guidance in all assigned areas.

11. Government Travel Card:

- a. The BDE S1 is the Travel Card coordinator for 2nd Brigade. Each BN and Separate Company will assign a minimum of one primary and one alternate Travel Card coordinator for their units.
- b. The coordinator will ensure out-processing soldiers transfer their accounts upon departure and that in-coming soldiers fill out a new account agreement form and a change of account form.
- c. The coordinator will forward these forms, along with PCS/ETS orders, to the 1AD RMO for processing.

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

- d. Monthly, the coordinator will review his account holders to ensure accuracy. This report will be provided to the Brigade S1 who will forward it to all unit coordinators.
- e. All forms will be held on file until the soldier processes out of the unit and drops off of the unit roster of active cardholders. All forms will be field IAW MARKS standard.

12. Unit Status Report:

- a. Units will submit AAA 162 to S1 as prescribed by the monthly USR OPORD that the Brigade S3 publishes. All AAA 162's will be signed by the unit commanders and stamped by the PSB before being validated by the Brigade S1 NCOIC. As the system changes we can expect that the unit S1 will verify the AAA 162 and the PSB will not stamp the document, but the PSB will still be given a monthly AAA 162.
- b. All supporting documentation will be provided to the Brigade S1 NCOIC at time of turn-in to brigade and also will be turned into Division G1 at turn-in to division.
- c. Units will provide to the Brigade S1 NCOIC the USR workbook and worksheets during turn-in at brigade. These worksheets and workbooks will be validated before division turn-in.
- d. The Battalion PAC NCOIC will conduct the turn in for his/her unit. For separate companies, i.e. HHC and G-Troop, unit XO's will accompany the turn it with their PAC soldier.

13. PERSTEMPO: See 2nd Brigade PERSTEMPO SOP for detailed guidance.

- a. All documents submitted for PERSTEMPO will be via electronic files.
- b. Brigade S1 will issue AHRI identifiers for any Brigade directed / level event. AHRI will be unit, unit office symbol, followed by a designated code at the end to easily identify the temporary event.
- c. All personnel in and out processing will be added or subtracted from the unit's permanent AHRI during the in-out processing for that soldier.
- d. All personnel that will break the 182-day threshold for an upcoming event or will be already over 182-days but will not go over 220 must be submitted for

approval to go over the 182-day threshold. The following paperwork is needed via electronic files for processing:

- I. 182-day General Officer Report. This is copied off of the PERSTEMPO system and pasted into a Word document.
 - II. 182-day request to go over the threshold signed by the Unit or Battalion Commander. This will be scanned and sent via electronic files.
 - III. Brigade Commander endorsement giving his approval for the soldiers to go over the threshold. (Letter completed by BDE S1)
 - IV. 182-day SAM/SAS
- e. All personnel that will break the 220-day threshold for an upcoming event or who are already over the threshold but will add more days to his or her counter must be approved to go over the threshold. The following paperwork is needed via electronic files for processing:
- I. 220-day General Officer Report. This is copied off of the PERSTEMPO system and pasted into a Word document.
 - II. 220-day request to go over the threshold signed by the Unit or Battalion Commander. This will be scanned and sent via electronic files.
 - III. 220-day SAM/SAS
 - IV. Letter for the first 4 Star General Officer to approve/disapprove the event.
 - V. Brigade Commander endorsement giving his approval for the soldiers to go over the threshold. (Letter completed by BDE S1)
- f. Timeline for submission of PERSTEMPO documents:
- I. All documents pertaining to personnel that require 1 Star management to break the 182-day threshold must be submitted to brigade 100 days out from the start date of the event. These electronic files must be submitted to Division G1 NLT 90 days from the start date of the event.
 - II. All documents pertaining to personnel that require 4 Star approval to break the 220-day threshold must be submitted to brigade 100 days out

from the start date of the event. These electronic files must be submitted to Division G1 NLT 90 days from the start date of the event.

- g. Outprocessing personnel for PERSTEMPO requires the PERSTEMPO outprocessing form that can be found on the PERSTEMPO web site. The soldier and the unit commander will sign the printed form, which verifies the PERSTEMPO creditable days are correct for the soldier. The soldier will take this form to his next unit for inprocessing.
 - h. All files that require a signature for either Brigade or Battalion commanders will be scanned upon acquiring signature and sent to the Brigade S1 for processing.
 - i. Send all files for each event separately to lesson confusion at Brigade level. I.E., if you have a gunnery event and have soldiers breaking the 182 and 220 threshold, you will send two separate emails, one will all paperwork for the 182 day threshold and one with all paperwork for the 220 day threshold. This is the only way it will be accepted at brigade and division level.
14. Notary Public: The Brigade S-1 is the Brigade Notary Public during field operations when a notary is not available. If possible all requirements for Notary Public should go through the 2nd Brigade legal representative.
15. Soldier Readiness Processing (SRP): The brigade will conduct a SRP once every six month or as needed based on OPTEMPO.
- a. The Brigade S1 will coordinate with the Brigade S3 for a time on the brigade calendar.
 - b. The S1 will then coordinate with the BSB to see if agencies are available to conduct the SRP during that time. If all agencies are available then the SRP will be added to the brigade calendar.
 - c. Actions at the SRP will be at a minimum the following:
 - I. Identification Tags
 - II. Identification Card / DEERS / Tri-Care
 - III. Soldier Life Insurance Policy update (SGLI Form)
 - IV. Record of Emergency Data (DD 93 Form)
 - V. Eye Check
 - VI. Dental Check
 - VII. SJA - Will and Power of Attorney (POA)
 - VIII. Medical Records checked for Shots, DNA and other checks as needed.

- IX. SRP Packets will be checked by the unit and signed by the unit commander at the completion of the unit SRP dates.
- X. Vehicle Registration
- XI. Finance (Start / Stop Allotment, Change pay option)
 - a. To Start / Stop an allotment the soldier must have his bank account information, routing number, and bank address and name.

d. Actions that should take place at the SRP if available:

- 1. ACS
- 2. Bank accounts checked and verified
- 3. AER
- 4. Red Cross

e. Units are required to get as much done internally before they arrive at the SRP site. Units can complete dental/medical screening and most shots prior to SRP.

16. DENTAL READINESS:

- a. Each battalion and company will have a Dental Readiness Officer and NCO on appointment orders.
- b. The Dental Readiness Officer is responsible for maintaining a high state of dental readiness (+ 90%) and supervising the Dental Readiness NCO. He will also be responsible for keeping the commander informed.
- c. The Dental Readiness NCO will be responsible for the following:
 - 1. The monthly dental readiness report must be turned in to the medical platoon leader NLT the 25th of each month.
 - 2. Keep track of dental readiness and ensure appointments are made and incoming soldiers receive screening and classification.

17. NCOER Processing

- a. The following procedures will be used when processing NCOERs in the Brigade.
 - I. Rater will complete initial NCOER counseling within 30 days of assignment or promotion of an NCO, CPL through SFC.

- II. Rater will conduct quarterly NCOER counseling thereafter using the NCOER counseling checklist and the NCOER Form 2166-7. All administrative data will be filled in on the NCOER Form 2166-7.
 - III. Counseling will include, but is not limited to, what must be done to improve performance, what must be done to sustain performance, goals for upcoming months, how to achieve excellence rating, how to achieve success ratings.
- b. When an NCOER is due the following procedures apply;
 - I. The Rater completes his portion of the draft NCOER.
 - II. The Rater brings the Draft NCOER to the Senior Rater who completes his portion of the NCOER.
 - III. The Rater and the Senior Rater take the Draft NCOER to the Reviewer. The Reviewer reviews the Draft NCOER, the Rater and Senior Rater make changes that are applicable.
 - IV. The Rater, Senior Rater, and the Reviewer sign the draft NCOER.
 - c. The draft NCOER is turned into the Unit 1SG/CSM along with the NCOER checklist. The 1SG/CSM reviews the draft NCOER and then gives it to BN PAC, if needed the BN PAC will forward to the BDE S1 section for processing to the command group.
 - d. The NCOER is signed in the following order: Rater, Senior Rater, Rated NCO, (Senior Rater gets the signature of the Rated NCO) and then the reviewer.
18. Procedures for Personnel Detained by the Military Police
- a. After notification from the Provost Marshal Office that a member of this unit has been apprehended; the unit CQ will obtain the following information:
 - b. The nature of the offense for which the individual was apprehended.
 - c. Where he/she was apprehended.
 - d. Is the individual, or does he appear, to be intoxicated?

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

- e. The CQ will log the incident on his DA Form 1594 and his/her chain of command until someone has been reached. The unit will notify the BDE SDO/SDNCO and if required will submit a CIR/SIR through brigade and once approved, to Division.
- f. The unit will contact the Brigade SDO/SDNCO once the soldier has been returned to the unit and inform of the actions taken.

19. Voting Assistance Officers

- d. Each BN will identify, on orders, a soldier to be the voting assistance officer for their battalion. Each company will provide a voting assistance officer to assist the Battalion voting assistance officer.
- e. These personnel will assist soldiers in registering to vote, obtaining absentee ballots and posting deadlines for voting while overseas.

20. Citizenship Application Guide for Soldiers

- a. The Department of Defense has partnered with the Immigration and Naturalization Service (INS) to assist non-citizen military members with their citizenship applications. The goal is to streamline and expedite the handling of their applications.
- b. This initiative is primarily designed to assist active duty soldiers who meet the criteria for citizenship based on 3 years of qualifying service in the Army. The Army has expanded the scope to also provide assistance to soldiers who do not have 3 years of qualifying service but do qualify for citizenship under the criteria for permanent residency.
- c. You may obtain Form N-400 at your supporting PSB/MPD or by calling the INS Forms Line at commercial 1-800-870-3676. The form may also be downloaded from the Internet at www.ins.usdoj.gov.
- d. Soldiers wishing to learn more about this program can view the current years Citizenship Guide for Soldiers at the BDE S1 Public folder file on the 2nd Brigade sever.

21. Legal Actions

- a. All legal actions that require the brigade commanders signature and actions must be processed through the Brigade S1 section with a DA 200 before going into the commander's office for signature. The only exception to this is if

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

a battalion commander walks the action into the commander on a one-on-one basis.

- b. Legal actions will be processed through the 2nd Brigade SJA representative before being processed to the Brigade S1 shop.

22. Separate Rations

- a. Separate Rations will be turned into the servicing Finance Battalion within 72 hours after the redeployment of the unit from the field exercise.
- b. Battalions and separate companies must maintain manifests of soldiers deploying and redeploying to the field in order to ensure the proper tracking is completed for separate rations and PERSTEMPO creditable days.

23. Levy Briefings

- a. When a soldier comes down on assignment instructions he/she has 60 days to attend a scheduled briefing. Usually the soldiers will come up on the list at 30 days.
- b. It is the responsibility of the Battalion and separate company PACs to either get the soldier to the scheduled briefing or to obtain an alibi from the servicing PSB.

24. Leaves and Passes. AR 600-8-10

- a. Members of this organization will be authorized the opportunity to the maximum extent possible to exercise their right for absence through periods of authorized leave. Commanders will insure that maximum attention is given to each request for leave.
- b. The DA Form 31 (Request and Authorization for Leave) will be used both on a request for and, upon approval, authority for leave. Leave will begin on or after the "from" date indicated on the DA Form 31. Request for leave will be initiated at the unit as indicated below:
 - I. Soldiers will fill in block number 1 of the DA Form 31 completely. Complete block 2. Block 3 should be the soldier's rank, i.e. PFC, CPT, etc. Block 4 and 5 are left blank. Block 6 must have the unit phone number to include area code. Complete blocks 7 through 13. Block 13 must have complete address to include zip code, phone number, and area code. (This is vital in order to contact the soldier in case of recall or for emergency

purposes). Sign the DA Form 31 in block 14. Block 15 will be signed by the First Sergeant area marked "SIGNATURE." Block 16 will have the Unit Commanders signature block. Block 30 will contain the unit phone number, and the Battalion/Brigade Staff Duty Officer's phone number. These numbers will be listed in commercial and DSN format. The DA Form 31 will then be turned in to the unit's PAC Section for processing. A commander is the only approval authority for leaves. In the absence of the commander, the DA 31 must be accompanied by an assumption of command orders.

II. All DA Form 31's will be handwritten in black ink or typed and forwarded to the BN or separate company PAC NLT 14 working days prior to the start date of the leave. The leave will be logged and filed in the leave suspense file until soldier's departure.

III. Personnel will sign in/out on leave through the unit PAC during duty hours. PAC personnel will complete all administrative requirements for items 18-24. After duty hours, the Battalion/Brigade Staff Duty Officer/NCO will bear the responsibility for items 18-24 as well as insuring that the DA Form 31 is turned in to the unit PAC the next day. The name, rank, and unit of the soldier are to be annotated in the Duty Log.

IV. A soldier cannot call for a fellow soldier and report him/her on or off leave, for to do so is a violation of the trust and confidence that has been extended to everyone.

V. This policy in no way alleviates the requirement that every individual departing for leave have in his possession a copy of the DA Form 31 authorizing him/her to be absent from his place of duty. Traveling Space "A" requires the soldier to have a valid DA 31 in his or her possession.

VI. The Battalion Commander will approve all leaves of more than 30-45 days, over 45 days requires leave approval from the Brigade Commander. The Unit Commander will attach a note to the DA Form 31 justifying the length of leave. In the event that advance or excess leave is needed (more than 10 days), the Battalion Commander will be the approving authority. DA Form 31's will only be accepted prior to 3 working days before the starting date of the leave. Exceptions to this policy are for Emergency Leaves only. Excess or advance leave in excess of 30 days will be forwarded to the Battalion/Brigade S1 for proper disposition.

VII. Upon approval by the approving authority, the unit PAC will insure that a leave control number is appropriately entered in block 5 and will be recorded in the Leave Control Log. In the event that the leave is changed

or canceled PAC clerks will void the leave in the Leave Control Log and file the Original copy of the leave in the leave files. When the soldier's departure on leave is delayed beyond the date shown in block 8a of the DA Form 31 and the soldier's desired date of return, the leave will be voided by the approving authority and a new DA Form 31 will be used.

VIII. The unit PAC will insure that the DA Form 31 is disposed of as follows:

- A. Upon completion of leave, the Original copy of the DA Form 31 will be forwarded through channels on a Unit Transmittal Letter (UTL) to the Finance Office within 24 hours.
- B. The individual copy will be given to the requester upon signing out on leave. He will retain it on his person during his leave.
- C. The unit PAC will ensure that the processed DA Form 31's are maintained in a suspense file during the periods of time prior to the beginning date of the leave and during their period of leave.

IX. Extensions of Leave. Personnel requesting leave extensions will contact the Unit Commander or designated representative. Request may be made in person, telephonically, or by other convenient means. The request will be coordinated NLT 2 days in advance of the leave termination date. The requester will be informed of approval or disapproval of the request for extension by the most expeditious means through the Commander or his appointed representative. Commanders will ensure that the administrative procedures related to leave extensions are accomplished IAW Paragraph 45, AR 630-5.

- c. Emergency Leave. Procedures are the same as for ordinary leave with the following exceptions:
 - I. The "OTHER" box will be checked in block 7 and the word "EMERGENCY" will be placed in the space provided.
 - II. The soldier may be authorized emergency leave up to 30 days for emergency situations within the immediate family.
 - III. The unit commander is the approval authority.
 - IV. After duty hours, the SDO will complete the leave form (blocks 1-20). The soldier will only be released after approval from his Battalion level Commander.

V. The following statement will be typed or handwritten in block 30.
“Soldier has been informed of the procedures for requesting leave extensions and that Red Cross verification is required.”

VI. Soldiers may request emergency leave with or without American Red Cross verification.

VII. Soldiers who desire to go on emergency leave for other than an immediate family member, i.e. parent or sibling, must sign a statement that states the deceased person served as a loco parentis. Chap 6, fig 6-1 shows an example memorandum for this purpose.

VIII. The servicing PSB will annotate and authenticate the fund cite for the DA 31.

IX. If a family member is traveling without the sponsor back to CONUS, the PSB will type a memorandum verifying that the family member is a command sponsor family member whose sponsor is serviced by the personnel detachment.

X. The local travel section (SATO) can assist the soldier in arranging flight transportation back to the States once the fund site has been approved.

d. Terminal Leave:

I. The DA Form 31 requesting terminal leave must be submitted NLT 60 days prior to the date of departure listed in block 8a.

II. The unit PAC or SDO ensures receipt of the soldier's meal card (DD Form 714E), clearing papers (DA Form 137E), MILPO departure clearance memorandum, orders, and that the soldier completes the DA Form 647 before departing.

e. PCS leaves are due NLT 45 days prior to departure and consist of the same procedures as ordinary leave with the following exceptions:

I. The approving authority will be the Battalion Commander unless the leave is longer than 10 days advanced or more than 30 days leave total.

f. Passes. Passes are approved by the Company Commander using a pass form. Passes cannot be given in conjunction with 4-day weekends and no more than 24 hours in conjunction with a 3-day weekend. DA Form 31's will not be used for passes.

25. Publications/Forms Management

a. References:

- i. AR 310-1
- ii. AR 310-2
- iii. DA Pamphlet 25-200-2
- iv. DA Pamphlet 25-30
- v. DA Pamphlet 310-13
- vi. DA Pamphlet 25-400-2

- b. Purpose. To establish procedures to govern the requisitioning and maintenance of publications and blank forms. This SOP also governs the procedures involving outgoing and incoming distribution/correspondence and information coming from higher headquarters via courier.
- c. General. This SOP is applicable to the operations of this headquarters and subordinate headquarters and superseded previously published SOPs. It does not relieve, suspend, or revoke previously published instructions or directives from higher headquarters.

26. SPONSORSHIP PROGRAM:

- a. Purpose: To establish responsibilities and guidance for the brigade's sponsorship program.
- b. Sincere and effective sponsorship is essential to integrating new arrivals into this battalion. Sponsors will ensure that their new arrival's transition into the battalion, the post, and the surrounding community is completed as quickly and enjoyably as possible. All efforts will be made to comply with the intent of this annex.
- c. Responsibilities upon notification/arrival:
 - 1) Brigade Commander:

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

- a) Determine assignments of arriving officers and NCO's in the rank of E-7 and above.
- 2) Brigade Adjutant:
 - a) Notify Battalion S1's of incoming officers and senior NCO's
 - b) Send Brigade Commanders welcome letter within 5 days of notification.
 - c) Ensure units assigned qualified sponsor on S-Gate.
- 3) Battalion commander:
 - a) Determine assignments of arriving officers.
 - b) Conduct newcomer briefings as follows:
 - 1. Officers/senior NCO's individually.
 - 2. Junior enlisted monthly.
- d) Unit S-1:
 - (a) Notify company commanders of incoming officers.
 - (b) Appoint sponsor within three days (from same company).
 - (c) Send battalion commander welcome letter within three days.
 - (d) File copies of all welcome letters and general correspondence.
- e) Company commanders:
 - (a) Monitor sponsors and provide feedback to battalion commander.
 - (b) Conduct newcomer briefings as required.
- f) Command Sergeant Major:
 - (a) Determine assignment of arriving enlisted personnel.
 - (b) Appoint sponsor for 1SG/MSG's.
 - (c) Conduct newcomer briefings as follows:

I. Senior NCO's individually.

II. Junior enlisted monthly in conjunction with battalion commander.

g) BN PAC Supervisor:

- (a) Notification of 1SG of receiving soldier.
- (b) Send CSM welcome letter within three days if possible.
- (c) File copies of all welcome letters and general correspondence.

h) First Sergeants:

- (a) Determine assignment/appoint sponsor on S-Gate system via the Internet.
- (b) Monitor sponsors and provide feedback to the CSM.
- (c) Conduct newcomer briefings as required.

i) Sponsor:

- (a) Send welcome letter and packet from ACS within three days.
- (b) Establish lines of communication.
- (c) Keep chain of command informed and provide copies of all correspondence.
- (d) Provide assistance as necessary (Be proactive).
- (e) Escort new arrival, as needed, until inprocessing is complete.
- (f) Complete inprocessing within 10 days using appropriate checklist.
- (g) Orient new arrival and family to the brigade, battalion, Smith Barracks, and the surrounding community.

j) General:

- (a) Sponsors will as a minimum meet the following criteria:

- (b) Be same rank, or no lower than E-5.
- (c) Have same marital status if possible.
- (d) Have a POV or access to one if needed.
- (e) Be motivated and sincere.
- (f) Be knowledgeable of the brigade, battalion, post, and surrounding community.
- (g) Sponsors (as much as possible) and new arrivals will be exempt from all duties/details until inprocessing is completed.
- (h) New spouses will be quickly incorporated in their respective family support groups and provided a copy of the chain of concern.

27. Records Management

- a) Purpose. To simplify the administration and management of records for this command. Included are instructions for:
 - b) Identifying and arranging records.
 - c) Filing papers and furnishing reference service records.
 - d) Transferring, retiring, and destroying records.
- e) This SOP will also ensure that personnel working with files are properly trained to use the Modern Army Record Keeping System (MARKS), and if necessary, on-the-job training will be given.
- f) Responsibilities of the Record Manager:
 - (a) Survey and appraise each record program of each office/unit at least once yearly, and prescribe corrective action to be given.
 - (b) Ensure that personnel working with files are trained to use MARKS.
 - (c) Ensure that all records, regardless of location or characteristics, are identified and labeled.

- (d) Ensure that disposable records are destroyed only at the end of their retention period.
- (e) Transfer all applicable records to the records holding area.
- g) Commonly used abbreviations for MARKS file labels:
 - (a) COFF. Cut off. The termination date of a file at specific periodic times.
 - (b) DEST. Destroy. Instructions that specify the date that the file is to be destroyed.
 - (c) RHA. Records Holding Area. A facility on an Army installation designed for holding cut off files pending destruction or retirement.

28. MMRB/MEB: (AR 600-60)

- a. Commanders will send all soldiers needing to be boarded to the next convening board, regardless of location, to ensure timely action.
- b. 2nd Brigade and 1AD policy is all soldiers with a P3/P4 profile will attend an MMRB within 45 days of the profile issuance.
- c. The date of the profile must be within one year of the date of the board. Profiles over one year old are invalid and the soldier must get a new profile.
- d. All soldiers reported as pending an MMRB (2A) on the monthly Unit Status Report will attend the next scheduled MMRB. The respective ADC must approve exceptions.
- e. Units will submit completed MMRB packets directly to the hosting BDE NLT 10 calendar days prior to the MMRB. Battalion will notify Brigade S1 when packets have been turned into the hosting brigade for action.
- f. Each packet originating from a unit with internal medical assets will contain a medical review and case summary prepared by the attending soldier's unit.
- g. The soldier's company commander prepares the commander's evaluation of the soldier's performance.
- h. A recommendation by the MMRB for return to duty or reclassification should be made if the soldier's profile does not prohibit participation in at

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

least an alternate aerobic event for the APFT; firing a weapon; wearing of Kevlar; wearing of load bearing equipment and wearing a protective mask. If the soldier cannot perform those basic tasks, he/she should be referred into the disability system. (See MILPER Message 00-128 dated 14 March 00)

- i. Assembling the following records prior to the MMRB convening:
 - I. Commander's evaluation of the soldier's performance,
 - II. Medical records,
 - III. DA Form 3349 (physical profile record),
 - IV. DA Form 2-1,
 - V. DA Form 2A or 2B,
 - VI. Officer record brief/ERB
 - VII. Statement by the soldier (if applicable)
 - VIII. Statements by medical personnel (if applicable)
 - IX. Statement by soldier stating 5 MOS's that he/she would like to be reclassified into if applicable. This statement must be sign by the 2nd Brigade Re-Up NCOIC.
 - X. Acknowledgement of Notification
 - XI. Memorandum of Notification

29. Personal Asset Inventory (PAI) DA PAM 600-8, 10-5

- a. The AAA 162 will be used for this inventory. Every soldier will initial his own initials beside his name. By initialing the soldier is verifying his SSN and rank is correct on the roster.
- b. Types of PAI:
 - i. Command Directed PAI
 - ii. Deployment (14 days prior to unit movement)
 - iii. Redeployment (within 10 days upon return)
 - iv. Change of Command (Started NLT 5 days prior to COC, turned into PSB within 72 hours after COC.)
 - v. Not with in 2% of deviation
- c. Once PAI's are completed they will be sent to the PSB SIDPERS sections and will be stamped and then turned into the Brigade S1 NCOIC.
- d. DA Form 3986-R will be used for the PAI. Every block filled in with Block 13 listing every name, Rank, SSN, and the reason for soldiers who where not at the PAI. Also listed in Block 13 is soldiers who are not on the AAA162

who should be on the document. Orders will be attached for those soldiers not on the AAA162 and the transactions will be completed before going to the PSB.

- e. Documents to accompany the AAA 162 and DA form 3986-R: (As required)
 - i. Arrival and Departure orders
 - ii. Separation orders
 - iii. DFR checklist
 - iv. DA 31
 - v. TDY from 1610
- f. For a change of command PAI, the outgoing and incoming commander will sign the PAI.
- g. The proper sequence for signing PAI's:
 - i. BN to BDE for Signature
 - ii. BDE back to BN
 - iii. BN to PSB for stamp and signature
 - iv. PSB to BN
 - v. BN to BDE
 - vi. BDE to G1

30. Incoming Personnel: (USAEUR 612-1, Section 2)

- a. Incoming Personnel: Personnel will continue to flow into Baumholder during our deployment. All soldiers will be allowed 12 Duty days to inprocess through the welcome center and ITC. Each soldier is required to have the following completed during ITC:
 - i. 1st Day: Finance inbrief and measure for TA-50
 - ii. SRP processing
 - iii. 4 Days of Classes
 - iv. 4 Days of Headstart
 - v. 1 Day to pick up TA 50
- b. In the event a soldier must sign for quarters or his/her POV, the class that they miss will be rescheduled for the following week. The soldier can, and will, go to the ITC processing and view a film for the class that he/she missed. This will facilitate inprocessing and the soldier and unit will not have to wait a full week to complete inprocessing.

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

- c. All soldier, married or single, are only required to have 12 days for inprocessing.
- d. Soldiers will not deploy to a field exercise without having moved their family into housing and having signed for whole baggage. The Brigade Commander is the only waiver authority. Household goods in not necessary as long as the spouse can sign for the pickup of those items.
- e. Flights are scheduled to arrive on Monday, Tuesday and Friday only, with only a small amount arriving on Wednesday and Thursday. Unit must be able to pick up soldiers from the welcome center and provide sponsors as necessary.
- e. ITC will be open for business everyday except military training holidays and federal holidays. ITC will not operate on half-day schedule and soldier conducting inprocessing will inprocess during normal duty hours for ITC.
- f. Units will use DA Form 647-1, Personnel Register or DA Form 647, Personnel Register, when soldier sign-in, out, go on leave, TDY, or when soldiers PCS. This form will remain on hand for one year after the last date entry on the form.

31. Out Processing Personnel: (USAEUR 612-1, Section 3)

- a. Out-processing will be IAW USAEUR 612-1, Section 3, Paragraph 11C. The number of days will be no more than ten workdays and will be based on the local situation.
- b. Soldiers in 2nd Brigade will be allowed 10 workdays to clear Baumholder. This does not include scheduled appointments for shipping of household goods or Privately owned vehicles. These appointments are up to the discretion of the command. The command does not have to give the soldiers additional days to schedule these appointments. The soldier can use the 10 days scheduled to make these appointments.
- c. Soldiers will not be allowed to final out or depart Baumholder prior to their availability date on their orders.
- d. Soldiers will be allowed to final out no earlier than two days prior to their departure date on their DA 31.
- e. In order to pick up clearing papers from out-processing, soldiers will need valid orders, approved DA 31 Leave Form and Flight Itinerary.

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

- f. Units will use DA Form 647-1, Personnel Register or DA Form 647, Personnel Register, when soldier sign-in, out, go on leave, TDY, or when soldiers PCS. This form will remain on hand for one year after the last date entry on the form.
32. ACAP: Soldiers are only required to go to a one-hour briefing for ACAP. This briefing is given every workday at 0900 at the ACAP building. Soldiers must report to ACAP for this briefing before they reach the 90-day mark prior to their ETS/Retirement. If a command authorized a soldier to use ACAP, it can take anywhere from 60 to 90 days to complete. ACAP phone number is 485-6741.
33. Commander Incident Report (CIR)
- a. 1st AD provides the following matrix to be used to determine if a CIR will be forward to 1st AD G3 EAC.
 - b. If a CIR is to be sent to Division, a hard copy and an electronic copy will be provided to the 2nd BDE EAC and will be reviewed and approved for release by the 2nd BDE XO or his representative.

Incident	CIR
Aircraft accidents or precautionary landings	X
NOTE: Loss of radio communications or radar contact	X
NOTE: Involving death or damage exceeding \$10,000	X
Aggravated Assault	X
AWOL (E-7 or above)	X
Bomb Threats	X
NOTE: Actual bombing	X
Border Incidents (involving U.S. personnel and/or equipment	X
Chemical Accidents	X
NOTE: Resulting in a death, more than \$25,000, or adverse publicity	X
Child Abuse (any allegation of child abuse occurring in any U.S. Army operated or regulated activity	X
Damage (to U.S. equipment or property exceeding \$10,000)	X
NOTE: To U.S. or local property exceeding \$25,000	X
NOTE: To U.S. equipment that reduces combat power	X
Death (of a U.S. Army Soldier, DA Civilian, their family members, a local national, or a successful suicide)	X
Demonstrations	X
NOTE: Requires an unusually effort by military or civilian police to quell	X

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

NOTE: If violence, injuries, property damage or a unit's ability to carry out its mission is seriously affected	X
	X
Drugs - Wrongful possession, manufacture, or distribution of controlled substances, to include narcotics, drugs, or marijuana in the quantities listed in AR 190-40	X
	X
	X
DUI of an E-5 or above	X
Equal Opportunity (all formal complaints)	X
(DA Form 7279-R will accompany the report)	X
Fire	X
NOTE: If fire is in government building, managed, or leased housing and damage is exceeding \$10,000	X
	X
Fuel Spill (more than 100 gallons/contaminating water source)	X
Injury (to U.S. Army soldiers, DA civilians, their family members, or local nationals requiring hospitalization)	X
NOTE: Critical injury that is expected to result in death	X
Kidnapping	X
Larceny (exceeding \$1000.00)	X
NOTE: Exceeding \$10,000)	X
Laser (Exposure of U.S. Army personnel to lasers)	X
NOTE: Exposure to laser by non-U.S. Forces	X
Murder / Attempted Murder	X
Prisoner (any serious incident involving U.S. Army prisoners or detainees)	X
Racial Incident (involving violence or property damage)	X
Rape / Attempted Rape	X
Sexual Misconduct (to include: Abusive sexual contact, Adultery, Attempted Rape, Carnal Knowledge, Child Abuse, Child Molestation, Consensual sex with a minor, Cruelty and maltreatment, Forcible Sodomy, Fraternization, Improper contact, Wrongful cohabitation, Improper relationships, Indecent acts, Indecent acts with a child, Indecent assault, Indecent assault with a child, Indecent exposure, Rape, Sodomy, Statutory Rape, and Unprofessional Relationships)	X
Suicide Attempt / Suicide Gesture (actual suicide is treated as "death")	X
Terrorist Acts (involving U.S. Army soldiers or government property)	X
Theft / Loss (of ammunition, explosives, sensitive items, evidence, or government property exceeding \$50,000)	X
Traffic Accident (involving a military vehicle)	X
Traffic Accident (involving serious injury and / or damage exceeding \$5000)	X
NOTE: Fatalities and / or damage exceeding \$25,000	X
Training Accident (involving the hospitalization of a soldier or property damage)	X
NOTE: Resulting in serious injury or damage to equipment / property exceeding \$10,000	X
Weapon - Accidental discharge	X
Weapon - Theft or Loss	X

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

War Crimes (including the mistreatment of enemy prisoners of war, violations of the Geneva Convention, and atrocities	X
Significant violations of Army standards of conduct	X
Information bearing on the personal security of persons being protected by the U.S. Secret Service	X
Request by U.S. Army Soldiers for political asylum in foreign countries, or indicators of defection	X
Any incident which may embarrass the U.S. Government or may result in adverse publicity	X
Any incident that may be of command interest	X

34. Student Travel Procedures (TBP)

35. Drop From Rolls

- a. A soldier is dropped from the rolls on the 31st day of his AWOL. The battalion level PAC is required to enter the status of the soldier within 48 hours of the duty status change. The battalion will also notify finance in order to have the soldier pay stopped immediately.
- b. MILPER Message 01-238 notifies units that if a soldier is found or turns him/herself in, they will be returned to their last unit of assignment. AR 630-10 has been updated to reflect this change. AR 630-10, chapter 4-6 to 4-8 details the procedures for this action.

36. Reference:

- a. FM 12-6 Personnel Doctrine: Casualty Operation Management
- b. AR 25-50 Preparing and Managing Correspondence 5 Mar 2001
- c. AR 600-3 Army Personnel Proponent System
- d. AR 600-8-1 Army Casualty and Memorial Affairs and Line of Duty Investigations
- e. AR 600-8-2 Suspension of Favorable Personnel Actions (Flags) 30 Oct 87
- f. AR 600-8-10 Leaves and Passes
- g. AR 600-8-11 Reassignment
- h. AR 600-8-22 Military Awards 25 Feb 95
- i. AR 600-8-24 Officer Transfers and Discharges
- j. AR 600-60 MMRB
- k. AR 608-1, Unit Strength Accounting and Reporting
- l. AR 635-100
- m. AR 635-200
- n. AR 623-105 OER REG 1 April 98
- o. AR 623-205 NCOER REG 31 Mar 92

2nd Brigade Personnel Section, 1st ARMORED DIVISION Garrison SOP

- p. AR 600-8-10 Leaves and Passes 1 July 94
- q. USAREUR REG 600-10 Army Casualty Management
- r. USAREUR REG 600-33 Line of Duty Investigations
- s. USAREUR REG 600-8-101 Soldier Readiness Processing
- t. FM 12-6
- u. Forms Flow Version 2.23
- v. DA PAM 600-8 Management and Administrative Procedures

37. PROPONENT. S-1 2nd Brigade, 1st Armored Division.